Objectives:
- Understand why we are making changes
- Chartfield overview
- What’s important now?
- Development of policy one-pagers
- Purchasing decision tree
- Tips and Tricks
- Understanding contracts
- Policy exceptions
Why changes:

- Need to make sure all purchases are being charged to the correct place.
- Need to align practices with policies
- Implementing best practices
- Internal audit later this spring
- Public Record

Chartfield Overview:

- Org – identifies the “bucket” paying for the item.
- Fund – identifies the sources and uses of the monies.
- Account – defines WHAT we are purchasing.
- Project, Program and User defined helps clarify further who is paying for the purchase
Account Codes:

- College is working to reduce the number of account codes – we need your help!
  - Simplifies entry
  - Simplifies accounting
  - Better projections and management of funds
- Account code list (handout) – please make sure to use this list.

What’s Important Now:

- Use of “deny” and comments to communicate changes needed by initiators
- Packing slips
  - Not required for under $75 unless sensitive or regulated item such as pharmaceutical supplies
  - All others should be uploaded in eRequest, or a comment added that items were received.
  - Helps speed up vendor payments and voucher approvals
Business Purpose:

- What is an example of a good business purpose?
  - It should be written so an individual, unfamiliar to the organization’s operations can understand why the transaction occurred.

Examples of Business Purposes that need more info
- Purchased 50 boxes of granola bars (Who? Why?)
- Attend ASEE (Why? When? Abbreviation…)
- Gift card for research participants (Why? Recipients?)
- Research collaboration (For what? Why?)

Business Purpose continued:

Examples of Complete Business Purposes
- Purchase of granola bars to feed monkeys used in cancer research
- Lunch with donor, Joe Smith, to discuss giving opportunities to the college in support of the building campaign
- Attend American Society of Engineering Educators seminar to present paper on student retention
- Gift cards given to research participants according to protocol (include subject ID)
- Invited to University of China to collaborate on chemical refinement processes on behalf of OSU

*Standard office supplies is an acceptable business purpose for typical office supply purchases (i.e. pens, paper, notebooks). However, you do need a specific business purpose for unique office supplies that are not purchased regularly (i.e. DVD player).
Policy one-pagers:

- Business meals and other food
- Purchasing decision tree – choosing the proper procurement method
  - https://it.osu.edu/assist/sites/default/files/assistprocurement84/flash/choosing_procurement_method/choosing_procurement_method.htm
- More to come….
  - Use of Pcard
  - What else do you need?
  - Travel session to come…

Mandatory (Key) contracted vendors vs preferred vendors:

Key contracts have a mandated 100% compliance. Use of a non-contract vendor in lieu of the contracted vendor is a policy exception.


Practical exception: Purchase of beverage items not available from Coke.
Mandatory (Key) contracted vendors vs preferred vendors continued:

UPS – Only UPS may be used for outbound shipping.

Staples – Ordering via eStores catalog is preferred. If item is not available in eStores, the Pcard may be taken to a Staples store.


Plumbing Services

Tips and Tricks:

- Copying eRequests can save you time
- # of vendors per eRequest - only 1 unless using eStores
- “My Quote” vendors and info - https://ocio.osu.edu/blog/newslink/2014/02/27/my-quote-supplier-web-site-coming-soon-to-estores/
- Ship to – implies the final location of the order and does not indicate direct shipping. Best practice – route through central receiving.
Tips and Tricks continued:

- Put "urgent" in business purpose or comments so Level 1 approvers can change status.
- Include T#s when making purchases related to travel
- All quotes need to be attached
- Vendor maintenance forms

Tips and Tricks continued:

- Voucher approvals are required for blanket order purchases or vouchers over $3,000. Adding the packing slip in eRequest or commenting received speeds up paying the vendor.
Understanding Activity Status:

**In Process:** Generally means your order has been approved by your department and is pending entry into PeopleSoft.

**Approved, ready for dispatch:** Your PO was approved at the College Level and is pending dispatch from a buyer.

**Pending Univ Purch/OSP approval:** Your order was entered as a requisition and requires further processing from UNIV/OSP purchasing department before dispatching a PO. For questions concerning orders pending further processing form UNIV or OSP Purchasing, please contact the following departments:

- **OSP Purchasing** 614-292-6871 (FAX 614-292-6870)
- **UNIV Purchasing** 614-292-2694 (FAX 614-292-6913)

Understanding Activity Status continued:

**Vendor Setup Initiated:** The CBO has initiated vendor setup for your PR.

**Additional Information Needed:** CBO buyer has contacted the department initiator for more information.

**Do Not Fulfill:** Order was canceled per request of initiator.

**Pending Completion:** Automatic status change when buyer marks "receipts attached" for purchases made on the Pcard.

**Dispatched:** CBO dispatched your PO but has not received the fax confirmation message to update your order to Complete.
Understanding Activity Status continued:

Complete: Order has been dispatched by the CBO buyer or UNIV/OSP Purchasing departments. Complete indicates no further activity from the CBO.

Pending SFO Approval: Your order requires SFO approval.

SC PCard purchase made: Your order was placed using the CBO PCard.

Reallocated: used by the CBO when reallocating PCard charges.

Pending sales tax credit: as stated.

Pending packing slip: CBO has contacted the purchaser and requested a packing slip or a comment confirming receipt of goods/services.

Purchases with contracts:

- Only people with authority to sign external vendor contracts is purchasing.
- Internal contracts – Maggie can sign up to 250k
- Attach BLANK contracts to your eRequest.
  - Linda will submit for signature
  - These can add 2-3 weeks to the process
Policy Exceptions:

- What is a policy exception?
  - Missing itemized receipt
  - Split transactions
  - Use of non-mandatory vendor
  - Tip over 20%

- Status of the college
- What will happen going forward?

Tools and Links:

- eRequest Assist pages - https://it.osu.edu/assist/assisterequest/index.html
- University Policies - http://policies.osu.edu/